

Approved
December 11, 2025

**Luther Area Public Library
Board Meeting Minutes
November 13, 2025**

Call to Order by K. Goodlein at 4:31 p.m.

Present: Board Members K. Goodlein, K. Frankfort, S. Clark, A. Baker and Director T. Laughlin

Members Absent: D. Long and K. Pendley

Visitor Comments: Sheryl Henk welcomed to meeting

Agenda presented by Director Laughlin, one addition of addressing Newsletter in Old Business. Agenda approved with said addition (Goodlein/Clark 4-0).

Secretary's Minutes presented by A. Baker from Oct meeting. Policy changes addressed in Oct meeting will be finalized and presented for approval in December. Minutes approved (Goodlein/Frankfort 4-0).

Treasurer's Report – presented by T. Laughlin in K. Pendley's absence. Current total in all accounts of \$300,410.62. Note a furnace repair was needed, totaling \$939.16, approved by K Goodlein in order to get the work completed. Report was approved (Goodlein/Clark 4-0).

Librarian's Report:

- Power Outage occurred on 10/31 so the library was unable to participate in Halloween trick or treating with the Village this year.
- The number of library visitors is up from 278 to 395 in October, due to successful programming. Now requiring registration for program attendance. Seeing 10-25 kids for the programs, largely after school.
- Finished first part of Rascal storyhour; start up again in January 2026.
- Submitting Grant for ALA memberships for graphic novels. Clerk Anthony is starting up an Anime Club. Approx \$2,000 is needed for the graphic novels.

Librarian's report approved (Goodlein/Baker 4-0).

Old Business:

- The following policies will be reviewed in December: (G) Library Privacy Policy; (H) FOIA Request; (J) Meeting Facilities Use Policy and Key Distribution & Security Policy.
- Director would like to change the policy for employee payment cycle. Currently paid twice per month. Pay period is Thursday through Wednesday and employees receive checks on Friday. Kim has committed to paying weekly with a one week lag. Kim would pick up timesheets on Thursday and drop off checks for Friday distribution. Director

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Laughlin would like to formalize the pay system in writing. Will check with Kim on whether direct deposit is possible, see if there are any fees associated with it, etc.

- Current Vacation Policy is 4 weeks of vacation at 10 years service. Director Laughlin would like to max it out at 2 weeks due to the small staff size. These change recommendations will be made by Laughlin and presented at the next Board Meeting in December.
- Bylaws discussion presented by K. Goodlein: history of the LAPL (hereto referred to as the Luther Library) established in 1979 by Dover, Ellsworth, Newkirk Townships and the Village of Luther – these are known as “Participating Municipalities”, had an eight person Board with 2 and 4 year initial terms and then all terms were four year staggered terms. The District Library Establishment Act (DLEA) was repealed in 1989 and existing libraries were required to be re-established under the new law. Organizational Plans were required to be completed to indicate participating municipalities and how Board is appointed, including number of members. Luther Library Plan was completed and submitted, however, information was left out and frequently, “None” was recorded in various sections of the Plan. It was approved by DLEA in January 1990. Board President Goodlein reached out to J. Balcom with Mid Michigan Library League, and subsequently C. Membiela with Library of Michigan. Goodlein had shared the information provided at October 2025 Board meeting. It was agreed that Goodlein should reach out to our attorney A. Seuryncck with Foster Swift on how to proceed with current Board status and compliance to DLEA requirements. This was completed on 10/24/25. The Organization Plan is the foundation in which the bylaws should follow. Our current bylaws should be replaced as they are inconsistent with the Statute. Only “Participating Municipalities” have the right to appoint Board members. Elk, Eden, Sauble and Peacock Townships are “contracted service areas” with the Luther Library, and therefore, are not permitted to appoint Board members.
 - Options to consider: ask attorney to amend Organizational Plan to ensure that we follow the Statute. The current parties can amend an Organizational Plan and fill in missing information. This process means the “Participating Municipalities” include Dover, Ellsworth, Newkirk Townships and Village of Luther must sign a resolution agreeing to amend the proposed Org Plan. Each would receive the resolution to review and submit any changes to the Luther Library Board for incorporation into a final resolution. The final resolution would then be placed on the agenda of the monthly meeting of Dover Township, Ellsworth Township, Newkirk Township and the Village of Luther to vote on and hopefully approve. Following this, a submittal would go to the Library of Michigan. After that, attorney would write a set of Bylaws based on the final Org Plan, and write a letter to the other “Contracted Service Area Townships” (Elk, Eden, Sauble and Peacock) explaining why they do not get to appoint a member to the Library Board.

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- Estimated costs for amending the Org Plan, draft resolution and send to Library of Michigan is \$1500; Writing a set of Bylaws based on Org Plan is \$500; Writing letter to “contracted service areas” is \$250
- Current legal fee for 50 minute phone discussion between Goodlein and Seurnck regarding a review of the library’s bylaws, a review of the Organizational Plan and other documents, is \$485.
 - Do we have a free hour from Mid Michigan Library League? Goodlein and Laughlin to dig into how we could get reimbursed.
 - Motion to hire Foster Swift to conduct the above recorded services, not to exceed \$3,000. Motion Approved by roll call vote (Clark/Goodlein motion: Baker yes; Goodlein yes; Clark yes; Kees yes).
- Newsletter presented by Director Laughlin to be sent out before Thanksgiving in both black/white or color options. Color would be more expensive.

New Business:

- Motion to close Library on 12/24/25 and 12/31/25, without pay, Approved (Frankfort/Clark 4-0)
- Staff changes – Jody resigned, effective 11/24/25; both Anthony and Cameo are pursuing online classes for Sr. Asst. Librarian certification. If Anthony moves to Asst. position, need to replace Clerk position. Reach out to #2 person (Emily) for Clerk role if she is interested. Motion to post Clerk and Jr. Librarian Assistant position, approved (Goodlein/Clark 4-0).
- Ellsworth Township sold us their Drop Box (for \$1.00). Motion approved to powdercoat, paint (yellow) and apply metal signage with costs not to exceed \$800. (Goodlein/Frankfort motion; roll call vote conducted: Baker yes; Goodlein yes; Clark yes; Kees yes).
- Motion approved to pay professional services rendered to Foster Swift \$485 (Goodlein/Clark motion; roll call vote conducted Baker yes; Goodlein yes; Clark yes; Kees yes)

Trustee Comments: S. Clark will be absent from January and February Board meetings.

Budget Amendments: to be sent electronically for December approval.

Next Meeting: December 11, 2025, 4:30 p.m.

Adjournment at 5:22 p.m.